

TEST 2, WRITING TASK 1

SAMPLE ANSWER

This is an answer written by a candidate who achieved a **Band 4.5** score. Here is the examiner's comment:

The candidate has written to the hotel manager as required, but the three bullet points are not covered adequately. It is not clear where the writer thinks he or she has left the papers (only that they are somewhere in the hotel), nor is it clear what he or she wants the manager to do with them when found. There are also problems with the tone and format of the letter. Information and ideas are presented, but these are not arranged coherently and there are few cohesive devices. The range of vocabulary is limited, but just adequate for the task, with some errors in word choice and formation (*I conference your hotel, total 280paper, a level of doctor*). The range of grammatical structures is limited and although there are a few attempts at subordination (*I hope you to remember that ..., I'll using the report when, I belive you already have it when, When you finished reading it, when I finised the presentation*), they are almost all 'when' clauses. The level of error is high, even in simple structures (*The date is start, I have no enough time, I really want finding*) and punctuation is also often faulty.

Dear Sir. Hello. I have a request to your hotel. I have been there and I hope you to remember that I conference your hotel few days ago.

My name is --- and room No. is 707. The date is start 12/02/14 to 17/02/14. Actually, I lost my report for presentation. That is total 280paper. It was specially requested to Japan Uni for 1 month. I'll using the report when I get a level of doctor.

I have no enough time for collected report again. Because the presentation will be opened after 4 days. I really want finding the report, and I belive you already have it when you before reading this mail.

Protect the lost goods is due the hotels.

And already it's a law.

When you finished reading it, then just call me or leave your message to my asistant. I have a plan that when I finised the presentation, I'll be go there again for celerbrat party with my friends.

Generally,
